mail.

4-3.2 Overview of Census Sampling Procedures

To perform a census, complete the following steps:

1. Select each mailpiece in the group.

2. Record the mailpieces (see chapter 5). Keep Delivery Point Sequence (DPS) mail in walk sequence.

4-3.3 Changing to a Mailpiece Skip Subsampling

To change to a mailpiece subsampling method while performing a census sampling, complete the following steps:

1. Finish recording the current mailpiece.

2. Change to a mailpiece skip interval that allows for maximum recording of mailpieces in the allotted time.

3. Select Change Skip or DPS/FSS Indicator from the Options Menu screen. Enter the new mailpiece skip.

4. Select the first mailpiece using the random start number. Thereafter, apply the mailpiece skip interval to all mailpieces (see 4-4).

4-4 Mailpiece Skip Subsampling Procedures

This section gives the procedures for conducting a mailpiece skip subsampling. To prevent biased results and ensure the reliability of the data, follow these instructions exactly.

4-4.1 When to Use a Mailpiece Skip Subsampling

Use mailpiece skip subsampling for the following volumes:

a. Letters and cards: 101–3,000 mailpieces, or more than 3,000 mailpieces but fewer than three containers.

b. Flats: 101–3,000 mailpieces, or more than 3,000 mailpieces but fewer than three containers.

c. Parcels: more than 100 mailpieces but fewer than three containers.

d. Priority Mail: 250 mailpieces or fewer, or more than 250 mailpieces but fewer than three containers.

   Note: If separating Priority Mail and parcels is too labor intensive, perform a mailpiece skip subsampling for the entire mailstream (regardless of volume).

e. Any volume of mail, if time allows for recording more mail.

4-4.2 Overview of Mailpiece Skip Subsampling Procedures

To perform a mailpiece skip subsampling, complete the following steps:

1. Isolate multiple identical pieces.

2. Determine the mailpiece skip interval and random start number.

3. Apply the random start number and select mailpieces from each container using the mailpiece skip interval.

4. Record the mailpieces (see chapter 5).

4-4.3   **Multiple Identical Pieces**

Before applying a mailpiece skip subsampling, determine if any groups contain 200 or more identical pieces. Identical pieces have the same mail class, mail shape, type of mailer, indicia, meter information, weight, postmark date, origin ZIP Code, total mailpiece revenue, and any other characteristic that is class specific. Isolate these pieces and use the Multiple Identical Pieces (MIP) procedure on the Options Menu screen to record them (see chapter 5).

Do not use the MIP procedure once mailpiece skip subsampling has begun. If you encounter 200 or more pieces with identical characteristics, apply the skip through all containers and all mailpieces, treating this mail just like any other mail during your count.

Example: On the first dispatch to the facility, a pallet of Standard Mail with 5,000 identical mailpieces arrives, in addition to the flats trays. Isolate the pallet and record the identical pieces using the MIP procedure.

4-4.4   **Determining the Mailpiece Skip Interval and the Random Start Number**

To determine the mailpiece skip interval and random start number, complete the following steps:

1. Depending on mail shape, select the appropriate skip interval from the Mailpiece Subsampling Table in Appendix B).

    Example: You estimate that the volume of flats is approximately 1,500 mailpieces. Using the Mailpiece Subsampling Table for Flats, do the following:

    a. Because you estimate 1,500 mailpieces, go down the first column ("Expected Volume") to the row for 1,001–2,500 mailpieces.

    b. For that row, the related column Skip Interval column indicates the skip interval you should use — in this case, that's a skip interval of 10.

2. Enter the skip interval in the Mailpiece Skip field of the Test Header screen, and the start number will randomly generate. Note the following:

    a. If the computer is turned off and then turned on again, CODES generates a new random start number. If the same test is still being performed, continue where the skip process was stopped (ignore the new random start number).

    b. If more than one computer is used, ignore the random start numbers from all but one of the computers.

3. Write the mailpiece skip interval and the random start number on the Header Report.

4-4.5 **Adjusting the Mailpiece Skip Interval Before Sampling**

Before sampling begins, you may adjust the mailpiece skip to accommodate unexpected volumes and time windows as follows.

a. More mail than expected or smaller time windows:

(1) Increase the mailpiece skip interval by 10 until you reach an interval that allows you to record the maximum number of mailpieces in the time window.

(2) Enter the new mailpiece skip interval on the ODIS-RPW Test Header screen. CODES will generate a new random start number.

(3) Write the new skip interval and the random start number on the Header Report.

b. Less mail than expected or larger time windows:

(1) For an increased time window or less volume than expected, decrease the mailpiece skip interval by 10 until you can record the maximum number of mailpieces.

(2) Enter the new mailpiece skip interval on the ODIS-RPW Header Test screen. CODES will generate a new random start number.

(3) Write the new skip interval and the random start number on the Header Report.

4-4.6 **Selecting the Mailpieces**

Select the mailpieces by performing the following steps:

1. Use the random start number to select the first mailpiece.

Example: If the CODES Laptop displays a random start number of 8, select the eighth mailpiece.

2. Select the required mailpieces by applying the mailpiece skip interval to all test mail. When you encounter a detached mailing card in DPS mail, do not consider it in the mailpiece skip count. If you encounter a commingled missent mailpiece, do not substitute another mailpiece in its place.

Example: Using a skip interval of 10 and a random start number of 3, record the third flat first; thereafter, select every tenth flat (e.g., 3, 13, 23, 33, etc.).

3. Use one of the following methods to select mailpieces:

a. *Delivery Point Sequence (DPS).* Mail must be kept in its walk-sequenced order. Mark the place of the selected mailpiece in the tray or container by turning the next mailpiece on end. If you select the last mailpiece in the tray or container, mark its place. After counting the DPS mail, record the mailpieces individually. Return each mailpiece to its place in the tray before recording the next piece of mail.

b. *Non-DPS.* Place mail to the side as each piece is selected.

4. After counting the mailpieces within one container, mark the container as

completed and carry over the mailpiece skip interval to the next container. Write down the number of residual mailpieces following the last selected mailpiece from the completed container. (Residual mailpieces are those left over after applying the mailpiece skip.)

Example: The mailpiece skip interval is 6. The last selected letter from a letter tray is followed by four residual letters; write down the number 4. Mark the tray as completed. In the next tray, select the second mailpiece as your next sample mailpiece (the skip interval of 6 includes four from the completed tray and two from the next tray). Then continue selecting each sixth mailpiece.

5. Record selected mailpieces by following the procedures outlined in chapter 5.

6. Repeat these procedures to record all groups. Use the Change Skip or DPS/FSS Indicator option in the Options Menu screen to change the skip interval before recording the mail for the next shape group.

7. Evaluate each dispatch to determine if you should apply a new mailpiece skip. If you use the same skip between dispatches, keep track of the residual mailpieces for each shape group. Continue to apply the same mailpiece skip through the next dispatch starting with the residual mailpiece count in each shape group.

4-4.7 **Adjusting the Mailpiece Skip Interval During Sampling**

If you do not have enough time to complete sampling with the chosen skip interval, increase the mailpiece skip by 10 until you can record the maximum number of mailpieces in the time window. If you have more time than expected for sampling, decrease the mailpiece skip by 10 until you can record the maximum number of mailpieces.

Adjust the mailpiece skip interval by performing the following steps:

1. Complete the data recording for selected mailpieces in the current container if sampling has begun.

2. For a shortened time window or unexpected increase in volume, increase the mailpiece skip interval by 10 until you reach an interval that allows you to record the maximum number of mailpieces in the time window.

3. For an increased time window or less volume than expected, decrease the mailpiece skip interval by 10 until you can record the maximum number of mailpieces.

4. Select Change Skip or DPS/FFS Indicator from the Options Menu (see 4-5.2). Enter the new mailpiece skip. CODES will generate a new random start number.

5. Ignore any residual mailpieces from the previous container. Apply the new random start number and the new mailpiece skip interval to the next container and all remaining containers.

    Example: You are conducting a test on a parcel stream MEP for an

entire office. The last truck arrives with several Postal Paks with a total estimated volume of 3,000 parcels. The Mailpiece Subsampling Table in Appendix B) provides a mailpiece skip interval of 35. You begin sampling, but the station supervisor informs you that the carriers are leaving earlier than usual. You complete the sampling of the current container using the mailpiece skip interval of 35 and ignore the residual mailpieces. Because the time window is shortened, you increase the mailpiece skip by 10 for a skip of 45. In the Options Menu screen, select Change Skip or DPS/FFS Indicator and enter the new mailpiece skip of 45. Starting with the next container, apply the new random start number and the new mailpiece skip interval of 45 to the remaining Postal Paks.

4-5   Container Skip Subsampling Procedures

This section gives the procedures for conducting container skip subsampling. To prevent biased results and ensure the reliability of the data, follow these instructions exactly. See container subsampling examples in 4-7.

4-5.1   When to Use Container Skip Subsampling

Use container skip subsampling for these volumes:

a. Letters and cards: More than 3,000 mailpieces and at least three containers.

b. Flats: More than 3,000 mailpieces and at least three containers.

c. Parcels: More than 500 mailpieces and at least three containers.

d. Priority Mail: More than 250 mailpieces and at least three containers.

4-5.2   Overview of Container Skip Subsampling Procedure

To perform container skip subsampling, complete the following steps:

a. Isolate multiple identical pieces.

b. If the container types are different, group like containers.

c. Determine the container and mailpiece random start numbers and the container and mailpiece skip intervals.

d. Apply the container random start number and select containers using the container skip interval.

e. Apply the mailpiece random start number and select mailpieces from the chosen containers using the mailpiece skip interval.

f. Record the mailpieces (see chapter 5).

4-5.3   Multiple Identical Pieces

Before applying a container skip subsampling, locate any containers with 200 or more identical pieces. Identical pieces have the same mail class, mail shape, type of mailer, indicia, meter information, weight, postmark date, origin ZIP Code, total mailpiece revenue, and any other characteristic that is class specific. Isolate